

GUIDELINES FOR SCHEDULING OF LECTURE CLASSES

Two-Unit Courses

Should normally be scheduled TTH (According to the 3-unit time schedule)

Should be scheduled back-to-back (rather than alternating with 3-unit courses).

Three-Unit Courses: *Scheduling Pattern*

MWF

0800-0850

0900-0950

1000-1050

1100-1150

1200-1250

1300-1350

1400-1450

1500-1550

TTH

0800-0915

0930-1045

1100-1215

1230-1345

1400-1515

1530-1645

- MW or WF scheduling for (75 minutes each session) will not be permitted prior to 1600 unless remaining hours are also scheduled.
- Scheduling a single 150-minute session on M, W or F will not be permitted unless the other two days are similarly scheduled during the same time period and the same room (except beginning 1500). Starting at 1500 evening classes may start on the hour (1500, 1600, 1700, 1800, 1900) and run for 150 minutes plus time for breaks. Classes meeting for two times a week would begin at the same times and go for 75 minutes each session.

Four-Unit Courses: *Scheduling Pattern*

MWF

0800-0905

0915-1020

1030-1135

1145-1250

1300-1405

1415-1520

1530-1635

TTH

0800-0950*

1000-1150*

1200-1350*

1400-1550*

1600-1750*

1800-1950*

2000-2150*

- MW, MF, or WF scheduling (for 110 minutes each session) will be permitted beginning 1600.
- *Classes are scheduled for 110 minutes to allow a 10 minute break.

Class Size

- Enrollment Capacity should never exceed the room capacity because of Safety issues. Room capacity is established by a state formula based on the square footage of the room and the type of seating. Do not use "Permission Numbers" to add students if the enrollment is greater than the room capacity.
- On large capacity rooms, (those with seating capacity greater than 60) only schedule classes where expected enrollment is at least 50% of the room size.

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Weekend Classes

- All classes schedule for Fridays after 1600 (including MWF) or Saturday or Sunday, must be reserved through the Campus Reservation System, and special blue Facility Requisition forms must be filled out and returned to Scheduling Office before entering the rooms in PeopleSoft.
- Weekend classes will need to meet the number of hours shown below. While regular class sessions are 50 minutes, the following is required to allow for needed breaks throughout the day.
- 1 unit = 15 hours
- 2 unit = 30 hours
- 3 unit = 45 hours

Summer Session

- 1 unit = 750 minutes